



# Suffolk County Department of Social Services

## FCSA Child Care Bureau

### Child Care Subsidy Application, Instructions & Forms List

**IMPORTANT:**

***If you are receiving Temporary Assistance (i.e. Temporary Assistance for Needy Families (TANF) or Safety Net Family Assistance (SNFA)), you do NOT need to complete a separate application for child care services. If you are participating in an approved work activity or school/vocational program, speak with your Department of Labor worker about your child care needs. If you are employed, contact the Child Care Unit at (631) 854-3349 to discuss your child care needs. EXCEPTION: If you are the child(ren)'s guardian and are receiving TANF or SNFA benefits as “Payee” on behalf of the child(ren), you need to complete an application if you need child care services.***

***If you are NOT receiving Temporary Assistance (Family Assistance or Safety Net Family Assistance) and believe you meet the program and financial criteria for a child care subsidy, you will need to complete an Application for Child Care Subsidy and additional forms depending on your reason for needing child care and your family circumstances. Review the “Purpose/Instructions” section of the Form List below to determine which additional forms you will need to complete and submit together with your application.***

*Note: All forms are in fillable - PDF format. You may print the forms then complete them manually OR you may complete the forms online, save them to your computer and then print, sign and mail the completed forms. The application, instructions and all forms are available in English and Spanish. Click on the Form # to open the form.*

Form #	Form Name	Purpose / Instructions
<a href="#">CCB-6010-001</a>	Application for Child Care Subsidy	To apply for subsidized child care, this application must be completed, signed and dated. See below for additional forms that must be completed and required documentation that must be submitted together with the application.
<a href="#">CCB-6010-001 (Inst.)</a>	Instructions for Completing Your Application for Child Care Subsidy	Provides instructions for completing the Child Care Subsidy application
<a href="#">Info.</a>	Documentation Required for Child Care Eligibility	Lists the types of documentation you can submit as proof of identity, address, legal residence in U.S., income, etc.
<a href="#">CCB-6010-002</a>	Verification of Residence	You are required to have your landlord or other professional person who knows you and your family complete this form verifying your residency and household composition.
<a href="#">CCB-6010-003</a>	Absent Parent Information Form	Only complete this form IF the parent of any child in need of child care is NOT in the household. Fill out a separate section for EACH parent who is absent from the household. Attach additional pages if needed.
<a href="#">CCB-6010-004</a>	Confidential Inquiry on Employment	Each parent who is <u>working</u> must have their employer complete this form (OR submit a written statement) verifying the days & hours usually worked and wages earned. If you are working more than one job, a separate form (or written statement) must be completed for each job. Twelve (12) weeks of pay stubs must also be submitted.
<a href="#">CCB-6010-005</a>	Self-Employment Worksheet	Submit this form IF you are self-employed. You must also submit the required supporting documentation (see Page 2 of the Self-Employment Worksheet).
<a href="#">CCB-6010-006</a>	School / Vocational Training Verification Form	IF your reason for needing child care is school or vocational training attendance, have the school/program complete this form documenting your attendance. NOTE: You must also be working at least 17.5 hours per week and earning at least minimum wage to qualify for a child care subsidy. EXCEPTION: Teen parents attending High School are NOT required to be employed.
<a href="#">CCB-6010-007</a>	Child Care Provider Information Sheet	Use this form to identify the child(ren) in need of a child care subsidy, what days/hours child care is needed, and whether the child(ren) is(are) already in child care or you need to locate a child care provider for your child(ren).
<a href="#">CCB-6010-008</a>	Release of Client Information Form	Complete this form IF you want to give permission for DSS to share information regarding your case with specific persons (for example, your child care provider(s), an Advocate who is helping you apply for a child care subsidy, etc.) A separate form has to be completed for each person with whom you are allowing DSS to share your information.
<a href="#">CCB-6010-009</a>	Client Responsibility Notice	You are required to read, sign and return this notice acknowledging your responsibility to immediately report to DSS any changes to your employment, income, housing, household composition, child care provider, etc.
<a href="#">CCB-6010-010</a>	Medical Statement in Support of Special Needs Consideration & Definition of Child with Special Needs in Need of Child Care	IF a child in need of a child care subsidy has a diagnosed special need that adversely affects the child’s ability to function normally, a qualified professional must complete this form. Refer to the “Definition of Child with Special Needs in Need of Child Care” that is attached to the form.

**Mail your Child Care Application together with the required forms & documentation to:**

Suffolk County Department of Social Services  
FCSA Child Care Eligibility Unit  
P.O. Box 18100  
Hauppauge, NY 11788-8900

**NOTE: ORIGINAL signatures are required on the application and any forms that require a signature. DSS can only accept documents bearing original signatures. DSS cannot accept photocopies or faxed copies of documents with signatures.**